

AIR RESOURCES BOARD

TRAVEL GUIDE



Revised September 17, 2007

RESPONSIBILITIES

All travel and resulting reimbursements will be completed in accordance with the Air Resources Board (ARB) [Travel Guide](#). The Travel Guide establishes ARB's process for financing costs incurred while traveling on official state business in and out of the State of California. Staff directed to travel on official state business must first read the ARB Travel Guide so as to understand the conduct expectations and expense limitations.

Traveling Employee

Secure supervisor's approval before making travel arrangements or departing on a trip. Using the ARB Travel Guide, prepare and submit travel expense claims at least once a month and no less frequently than once a year.

Supervisors and Managers

Responsible for approving staff travel plans. Supervisors and managers are responsible for reviewing and approving all travel-related documents before submitting to the Accounting Section. Travel must be approved by Branch Chief or above.

Accounting Section

Responsible for auditing and processing all travel-related documents, i.e., Travel Advances, Travel Expense Claims, American Express Government Cards, etc. The Accounting Section will also ensure that all rules governing travel are followed by providing consultation and disseminating information to travelers.

Authority/References

- Collective Bargaining Unit Contracts
- California Code of Regulations, Title 2, Division 1, Chapter 3, Article 2
- DPA Personnel Management Liaison Memos
- State Administrative Manual, Chapter 0700
- State Controller's Office Payroll Letters
- Management Memos

TABLE OF CONTENTS

RESPONSIBILITIES

Traveling Employee
Supervisors and Managers
Accounting Section
Authority/References

INTRODUCTION

DEFINITIONS

Headquarters
Residence
Travel Status
Short-Term Travel
Travel Expenses
Per Diem
Overtime Meals
Incidentals
Lodging
Transient Occupancy Tax
Noncommercial Accommodations
Transportation Expenses
Business Expenses
State Vehicles (Pool Vehicles)

FINANCING THE TRIP

Business Travel Account (BTA)
American Express Cards
Travel Advance Funds
Department of General Services Charge Card
Personal Credit Card or Cash
Acceptable Forms of Payment - Chart

SUBSISTENCE EXPENSES

Lodging
Lodging Reimbursement Chart
Meals and Incidentals
Meal Reimbursement Chart
Overtime Meals – Work Week Group 2 Only

TRANSPORTATION

[Contract Airlines](#)
[SWABIZ](#)
[TravelStore](#)
[State Vehicles](#)
[State Garage Locations - Chart](#)
[Rental Cars](#)
[Contract Rental Cars](#)
[Privately Owned Vehicle](#)
[Mileage Reimbursement](#)

MISCELLANEOUS ITEMS

[Contracting for Subsistence Expenses](#)
[Receipts and Vouchers](#)
[Mileage and Parking While At Headquarters](#)

TRAVEL EXPENSE CLAIM

[Travel Expense Claim– Form](#)
[Travel Expense Claim – Step-by-Step Instructions](#)
[Travel Expense Claim Checklist](#)
[Accounting Travel Claims Deadlines](#)
[Travel Advance Request Form](#)

INTRODUCTION

Welcome to the Air Resources Board (ARB) Travel Guide. The Travel Guide is designed to provide staff the information necessary to secure reimbursement for expenses incurred while traveling on behalf of the State.

It is the intent of the State of California to reimburse employees for actual up to allowable, necessary and appropriate travel expenses incurred 50 miles or more from home or headquarters. Specific travel conduct and expense policies are governed by Collective Bargaining Unit Contracts, Department of Personnel Administration (DPA) rules, State Administrative Manual (SAM) guidelines, State Controller's Office (SCO) Payroll Letters, DPA Personnel Management Liaison Memos, Department of General Services (DGS) Management Memos and ARB Policies.

The State's general policies governing travel conduct are as follows:

- Use travel when personal contact is the most economical way of conducting official business.
- Limit attendance at conferences and meetings to those directly concerned with the topic.
- Use the most economical method of transportation. Consider the time employees will be away from the office and the direct cost of the methods that may be used.
- Avoid backtracking and duplicate travel whenever possible.
- State vehicles should not be parked overnight at an airport unless there is no other practical and reasonable way for the employee to get to and from the airport.
- Obtain low cost lodging by contacting at least three moderately priced lodging establishments.

Each state agency is charged with the responsibility of determining the necessity for, and the method of, travel. However, once such necessity has been determined, reimbursement shall be provided in accordance with applicable laws and rules. Furthermore, state agencies shall not have the discretion to reimburse employees at an amount which is lower than provided for in the laws and rules. Rules providing a specific time, distance, or amount shall be strictly interpreted. Language such as "not more than" or "up to" is interpreted as a rigid ceiling with departmental discretion below such ceiling.

The signature of the officer approving travel and payment is certification that travel has been authorized, the expenses were incurred in order to conduct official state business and the items claimed are appropriate and in keeping with the travel rules of the State.

DEFINITIONS

For the purposes of this guide, the following definitions will apply:

- a) **HEADQUARTERS** – the place where the employee spends the largest portion of his/her regular working time, or the place to which he/she returns on completion of special assignments.
- b) **RESIDENCE** – the actual dwelling place of the employee, which bears the most logical relationship to the employee's headquarters, regardless of other legal or mailing addresses.
- c) **TRAVEL STATUS** – an employee is considered to be on travel status and thus eligible to claim travel expense reimbursement, beginning with the time of departure, when he/she will be traveling 50 miles or more from home or headquarters.
- d) **SHORT-TERM TRAVEL** – continuous travel 50 miles or more from home and headquarters for more than twenty-four (24) hours but less than 31 consecutive days.
- e) **TRAVEL EXPENSES** – travel expenses include meals, lodging, transportation, and business expenses.
- f) **PER DIEM** – the charges for meals, lodging, and personal incidental expenses incurred while on travel status.
- g) **OVERTIME MEALS** – meal expenses at headquarters location when Work Week Group 2 employee is required to work at least two hours before or two hours past his/her regularly scheduled workday, not including the meal period. When working on a regular day off, the employee must work two or more hours in excess of the number of hours worked during a normal workday.
- h) **INCIDENTALS** – includes, but is not limited to, expenses for personal phone calls, laundry, dry cleaning, newspapers, magazines, and fees and tips for services, such as for porters and baggage carriers. It does not include taxicab fares, lodging taxes or the cost of business telephone calls, faxes or computer hookups.
- i) **LODGING** – expenses incurred by traveler when using moderately priced commercial accommodations, such as hotels, motels, bed and breakfast inns, and campgrounds that cater to the general public.
- j) **TRANSIENT OCCUPANCY TAX** – a tax imposed by cities and counties within the State. Lodging establishments have the option of waiving this tax for state employees.
- k) **NONCOMMERCIAL ACCOMMODATIONS** – overnight accommodations other than hotels, motels, bed and breakfast inns, and campgrounds. Typical noncommercial accommodations include, staying with friends or relatives, personal travel trailers, and vans.

- l) **TRANSPORTATION EXPENSES** – charges for commercial carrier (i.e., airline, bus, rail, etc.) fares; private car mileage allowances; emergency repairs to state vehicles; overnight and day parking of state or privately owned cars; bridge and road tolls; gasoline for rental cars; necessary taxi, bus, or streetcar fares; and all other charges essential to the transport from and to the official headquarters while on travel status.
- m) **BUSINESS EXPENSES** – charges for business phone calls and telegrams; emergency clothing, equipment or supply purchases; and all other charges necessary to the completion of travel. Please note that the State has policies for purchasing goods. Purchases must be in conformance to those policies to be reimbursed through the State Controller. Visit the [Contract/Procurement Policies webpage](#).
- n) **STATE VEHICLES (POOL VEHICLES)** – a fleet of vehicles maintained by DGS for use by state agencies when traveling on state business.

FINANCING THE TRIP

The State of California provides a variety of ways for state employees to finance travel. Travelers are encouraged to use a combination of these financing mechanisms to minimize personal financial hardships:

Business Travel Account (BTA)

DGS has contracted with American Express to be the central billing agent for departments in obtaining reduced airfares and contract rental cars from authorized travel agencies. ARB has established an American Express Business Travel Account (BTA) with [SouthWest Airlines](#), [TravelStore](#) and [Enterprise](#). This obviates the need for the traveler to identify a payment mechanism as the purchases are automatically charged to the BTA and billed to ARB when ordering airline tickets through SWABIZ, TravelStore, and Enterprise ([Management Memo 07-08](#)).

American Express Cards

In July 1991, the State eliminated permanent travel advances in response to Internal Revenue Service (IRS) regulations. Instead, employees were offered the option of applying for a **State-sponsored** American Express Corporate Credit Card. The American Express Corporate Credit Card is a personal credit card for use by employees while traveling on State business. Use of the American Express Corporate Credit Card supports the State's efforts for negotiating the best possible rates and is an effective and efficient means of managing your business travel expenses.

Some of the key benefits derived from using the card are:

- ❖ Identifies the person as a State employee on official State business for purposes of securing State discount rates for airlines, hotels, and rental cars.

- ❖ Harnesses the State's purchasing power for vendor negotiations of airfare, lodging, and car rentals.
- ❖ Secures transient occupancy tax exemptions at many lodging establishments throughout the State of California.
- ❖ No pre-set spending limit.
- ❖ American Express provides receipts with billing statements that are Internal Revenue Service acceptable.
- ❖ Worldwide Customer Assistance Center available 24 hours a day.
- ❖ Acceptance by over four million establishments worldwide.

To apply for a card, check the appropriate box on the [Travel Advance Request Form](#) (including home address) and forward to Accounting. Once Accounting receives the completed form, it will be processed and you will receive your card in about ten days.

From that point on, any future communication will be solely between the employee and American Express. Because it is a personal credit card, the employees must select their home rather than office address as the mailing address for their monthly bill. It will ensure that you receive your monthly bill in a timely manner.

Visit the [American Express](#) website for more detailed information about this program. This site also has links to hotels by city which offer lodging at the government rate.

Travel Advance Funds

A travel advance is a temporary advance of money supplied to an employee prior to travel actually taking place. A temporary travel advance may be requested to pay for lodging, meals, and incidentals using the [Travel Advance Request form](#). The travel advance will be issued as close to trip as possible but no more than seven calendar days before the trip begins. The amount requested must be calculated so as not to exceed the estimated expenses of the trip. To ensure that the travel advance amount is not excessive, the travel advance will be approved by the same person who approves the trip. If a trip is cancelled or postponed, the travel advance must be returned to the Accounting Section as soon as possible but no later than 30 calendar days from the issuance date of the check for the advance.

A [Travel Expense Claim \(TEC\)](#) to substantiate the funds advanced must be submitted as soon as possible after the trip(s) or **at least once a month**. If the travel advance exceeds the substantiated expenses, the employee must submit a check or money order with the TEC to return the excess advance amount. A periodic statement will be sent no less frequently than bi-monthly to notify employees who have uncleared advance amounts. If an employee does not submit TECs to substantiate the travel expenses within 30 calendar days of the periodic statement date, the outstanding travel amount may and will be deducted from the next regular payroll warrant.

(Note: If the employee is on direct deposit, the direct deposit will be cancelled.)

Departments must strictly adhere to the “30-day Rule” in order to stay in compliance with the IRS “reasonable period of time provisions for an accountable plan.” If a department fails to comply with the “accountable plan” requirements, IRS penalties may be levied against the State.

Department of General Services Charge Card (Rental Cars and Taxis Only)

Exception is Enterprise

The DGS Blue Charge Card is issued to state departments by DGS, OFA. The card may be used to obtain a state vehicle from the State Garage. The card can also be used for taxi services.

The Business Management Branch, Business Support Section administers the General Services Charge Cards and has assigned cards to each division for use by their employees. For more information, contact Danny Luna at (916) 323-6020 or email dluna.

Personal Credit Card or Cash

Typically, this method will be used when no other payment alternative is available and a contract rate is not applicable. When using this payment method, employees must be sure to obtain an itemized receipt. In the case of lodging, the state must be able to segregate the room amount from other services, such as personal telephone calls, personal Internet use, pay- per-view, mini-bar, room service, etc., since not all items are reimbursable by the State.

Acceptable Forms of Payment

Type Of Expense	Business Travel Account	American Express Government Card	Travel Advance	General Services Charge Card	Personal Credit Card, Cash or Check
Lodging		✓	✓		✓
Meals		✓	✓		✓
Incidentals		✓	✓		✓
Contract Airfare	✓	✓			
Railroad Fare	✓	✓			✓
Taxis				✓	✓
Contract Rental Cars	✓	✓			
State Cars				✓	
Private Car Mileage					✓
Parking/Tolls					✓
Business Expenses		✓			✓
All Other		✓			✓

SUBSISTENCE EXPENSES

The State will reimburse employees for actual up to the allowable, necessary and appropriate travel expenses incurred 50 miles or more from home or headquarters. No reimbursement for subsistence expenses shall be allowed within 50 miles of home or headquarters. Lodging provided by the state or included in conference fees shall not be claimed for reimbursement.

Lodging

Employees are required to make a “good faith effort” to use moderately priced establishments that cater to the general public. A “good faith effort” is defined as documenting contact with at least three moderately priced lodging establishments. The www.travelcsg.com lists establishments that have committed to provide lodging at the State rate or less.

All lodging reimbursement requires an itemized receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general public. Employees who stay with friends or relatives may claim meals only. No lodging will be reimbursed without a valid receipt. Lodging reservation services such as www.Priceline.com, which require prepayment to that service, are not lodging receipts and are not reimbursable without a valid lodging receipt from a lodging establishment. According to the Internal Revenue Service, valid receipts are those issued by the commercial establishment, which show the employee's check-in date, check-out date, expenses incurred, and payment made. The following is summary of maximum reimbursement amounts:

Lodging Reimbursement Chart

TYPE OF TRAVEL	MAXIMUM AMOUNT (Per Night)	CRITERIA
State & Non-State Sponsored Regular Travel Statewide	\$84-\$140 night plus tax – depending on locations below.	Department has granted prior approval for attendance.*
State & Non-State Sponsored Conferences/Conventions/Training Statewide	Up to \$150/night plus tax	Department has granted prior approval for attendance.*
Regular Business Travel		
Counties of Alameda, San Francisco, San Mateo, and Santa Clara	Up To \$140/night plus tax	Must be in counties specified
Los Angeles and San Diego Counties	Up To \$110/night plus tax	Must be in area defined by boundaries
All Other Locations	Up To \$ 84/night plus tax	
(Effective 4/6/06) After making “good faith effort” (contacting at least three moderately priced lodging establishments) – All Locations	Up to \$140/night plus tax	Department has granted prior approval for attendance*.
Out-of-State	Actual Cost	Supported by receipt

*Employees must complete an [Excess Lodging Rate Request/Approval \(Std. 255C\)](#) to obtain **prior** ARB approval when attending conferences, conventions, or training where the lodging cost is greater than \$84/night. The Accounting Section is required to document the annual use of Excess Lodging Rate Request/Approval's for DPA review.

Meals and Incidentals

Meals provided by the State or included in hotel expenses, conference fees or transportation costs, such as airline tickets, or otherwise provided shall not be claimed for reimbursement. Snacks and continental breakfasts are not considered to be meals.

Below is a partial list of hotels that cover breakfast:

Best Western Inn & Suites
Embassy Suites
Garden Inn
Hampton Inn
Hawthorne Suites Sacramento
Homewood Suites
Residence Inn

Per Diem expenses will be reimbursed in the amount of actual expenses up to the maximums as outlined in the following chart:

Meal Reimbursement Chart

IF YOUR TRIP WAS....	THEN TRIP MUST BEGIN	AND TRIP MUST END	TO BE ABLE TO CLAIM
Less than 24 Hours	At or Before 6:00 a.m.	At or After 9:00 a.m.	Breakfast = \$6.00
	At or Before 4:00 p.m.	At or After 7:00 p.m.	Dinner = \$18.00
Equal to 24 Hours	Each complete 24 hours	Each complete 24 hours	Breakfast = \$6.00 Lunch = \$10.00 Dinner = \$18.00 Incidentals = \$6.00
Greater than 24 Hours			
1 st Day	At or Before 6:00 a.m.		Breakfast = \$6.00
1 st Day	At or Before 11:00 a.m.		Lunch = \$10.00
1 st Day	At or Before 5:00 p.m.		Dinner = \$18.00
	Each complete 24 hours		Breakfast = \$6.00 Lunch = \$10.00 Dinner = \$18.00 Incidentals = \$6.00
Last Day		At or After 8:00 a.m.	Breakfast = \$6.00
Last Day		At or After 2:00 p.m.	Lunch = \$10.00
Last Day		At or After 7:00 p.m.	Dinner = \$18.00

No lunch or incidentals may be claimed on a trip of less than twenty-four (24) hours.

While receipts are not required to claim meal reimbursement, it is the employee's responsibility to maintain receipts and records of their actual expenses for tax purposes.

Please contact Debbie Moon (916) 322-8207 or email dmoon@arb.ca.gov for Out-of-Country meal allowances.

Note: If there is no overnight stay, meals are reportable and taxable.

Overtime Meals - Work Week Group 2 Only

Reimbursement for Overtime Meals

Group/Bargaining Unit	Reimbursement Amount
Nonrepresented	Up to \$8.00
CSEA Unit #01	Up to \$8.00
ACSA Unit #02	Up to \$8.00
CSEA Unit #04	Up to \$8.00
PECG Unit #09	Up to \$8.00
CAPS Unit #10	Up to \$7.50
CSEA Unit #11	Up to \$8.00
IUOE Unit #12	Up to \$8.00 - 1 st Meal Up to \$8.00 - Thereafter
CSEA Unit #14	Up to \$8.00
CSEA Unit #17	Up to \$8.00
CSEA Unit #21	Up to \$8.00 No more than 3 for 24 hour period

Following are criteria that must be met for WWG 2 employees to claim overtime meals:

- On a regularly scheduled work day, must work at least two consecutive hours before or after the normal work shift.
- On a regular day off, must work the total number of hours of the regular work shift (e.g., 8 hours, 10 hours, etc.) plus two additional hours.
- Can not claim reimbursement for an overtime meal if per diem is being claimed.
- The meal itself is not included in the computation for overtime meal reimbursement.

NOTE: All overtime meal reimbursements are reportable and taxable.

TRANSPORTATION

Transportation expenses include, but are not limited to, airplane, train, bus, taxi fares, rental cars, parking, mileage reimbursement and tolls. Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest of the State, considering both direct expense and the employee's time. The employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel. A cost comparison of both modes of transportation must be attached to the TEC with reference to DPA Rule 599.626(c). Click on [Modes of Transportation Comparison of Costs](#) for sample format.

The general statewide requirements to be observed for business travel continue to be:

- Fly on contract airlines when traveling between any covered city-pair routes unless a) the contract flight is not available or the flight schedule does not accommodate the traveler's itinerary; or b) clearly documented savings are achieved by using a non-contract flight. Both employee time and direct travel expenses are to be included in the cost comparison.
- Park vehicles in less expensive peripheral lots. Parking state vehicles overnight at the airport is discouraged and should only occur in instances when no other way is available to get to and from the airport.
- Per Personnel Management Liaison Memorandum 2005-046, beginning December 1, 2005, employees who earn travel premiums (Frequent Flier Miles/Points) while traveling on official State business may now use these premiums for their personal use.
- The use of prepaid tickets is not allowed because airlines frequently assess a fee of \$35 or more for the service. Prepaid tickets are defined as tickets purchased at the airline counter by the traveler and billed to the employee's department. When a last minute purchase at the airline counter is required, employees are advised to use the American Express Government card.

Contract Airlines

[Management Memo 07-07](#)

The DGS OFA contracts for city-pairs with domestic airlines. State travelers can arrange travel between city-pairs at discounted fares using American West, American, JetBlue, Japan, Southwest, and United Airlines. Employees can make online reservations at TravelStore's website at www.travelstoreusa.com **for all contract airlines except SouthWest**. Click on [Accessing ResX](#) for instructions on making online travel reservations through the TravelStore. Detailed information, including contract summaries, city pairs, and payment options can be viewed at www.ofa.dgs.ca.gov/Travel+Programs/AirFare.htm.

SouthWest Airlines no longer provides contract rates through the travel agency reservation system. To obtain State contract fares for SouthWest Airlines, reservations/bookings must be made through the SouthWest Business Portal, or SWABIZ (www.SWABIZ.com). SouthWest flights made by ARB employees through SWABIZ will be billed to ARB's BTA.

SWABIZ

State contract fares for SouthWest Airlines must be made through the SouthWest Airlines Business Portal, or (www.SWABIZ.com). Billing accounts have been set up, obviating the need for employees to separately arrange for payment. ARB is billed directly for airline fares and rental cars ordered through SWABIZ services.

Step 1

- Employees set-up their travel account in SWABIZ before reserving airline flights. The Company ID for ARB is **99874132**. Click on Setting up a Traveler Account for instructions.
- Employees booking flights for any other staff must contact Lauri Brunkhorst or Debbie Moon, SWABIZ Travel Administrators in the Accounting & Grants Section, to be added to the list of Travel Managers making proxy bookings.

Step 2

- Use of the traveler's account is approved by Lauri Brunkhorst via email to lbrunkho@arb.ca.gov.

Step 3

- Employees book "ticketless" airline flights through SWABIZ. Click on Reservations for instructions.
- After traveler account has been set-up for each traveler and the Travel Manager's name is added to the list of proxy bookers, Travel Managers can book flights for other employees. Click on Proxy Bookings for instructions.

The general statewide requirements to be observed for business travel continue to be:

- Fly on contract airlines when traveling between any covered city-pair routes unless a) the contract flight is not available or the flight schedule does not accommodate the traveler's itinerary; or b) clearly documented savings are achieved by using a non-contract flight. Both employee time and direct travel expenses are to be included in the cost comparison.
- Park vehicles in less expensive, peripheral lots. Parking state vehicles overnight at the airport is discouraged and should only occur in instances when no other way is available to get to and from the airport.
- Per Personnel Management Liaison Memorandum 2005-046, beginning December 1, 2005, employees who earn travel premiums (Frequent Flier Miles/Points) while traveling on official State business may now use these premiums for their personal use.
- The use of prepaid tickets is not allowed because airlines frequently assess a fee of \$35 or more for the service. Prepaid tickets are defined as tickets purchased at the airline counter by the traveler and billed to the employee's department. When a last minute purchase at the airline counter is required, employees are advised to use the American Express Government card.

TravelStore, Inc.

The TravelStore should only be used if your destination is not available through SWABIZ. ARB has established procedures with the TravelStore to make it convenient for staff to arrange for contract air travel except for SouthWest Airlines.

TravelStore
855 Howe Avenue, Suite 5
Sacramento, CA 95825
Phone: (916) 929-3565
Toll Free Phone: 1 (800) 748-6655
Fax: (916) 925-0873
Email: www.travelstoreusa.com

Reservations are made easy through the TravelStore's online ARB reservation webpage accessed through a LOGIN ID at their website. Employees must use their personal credit card when reserving hotels online. For detailed instructions on making reservations online, go to [Accessing ResX](#). Because travel agents are familiar with savings through routing, out-of-state/country tickets should be obtained by calling a travel agent.

When making on-line reservations, it is important to remember to:

- Call TravelStore if making reservation changes as reservations cannot be revised.
- Cancel flights before flight time by calling TravelStore at (916) 929-3565.
- Cancel hotel reservations when trip is canceled.
- Do not make reservations too far in advance.
- Do not trade or hold tickets for future flights.

If you are not familiar with procedures when making reservations for non-State employees, contact Lauri Brunkhorst at (916) 322-8215 in Administrative Services Division, Accounting and Grants Section.

State Vehicles

State vehicles are obtained with a DGS charge card (blue card) and a valid license at State garages. They should not be kept over the weekend unless necessary. Gas cards are provided in the glove box.

State Garage Locations

City/Address	Calnet-ATSS/Public
Fresno 1025 P Street	421-5527 (559) 445-5527 Fax: (559) 445-5155
Los Angeles 1645 North Main Street	(323) 224-0905 Fax: (323) 224-0918
Oakland 401 27th Street	541-0901 (510) 286-0901 Fax: (510) 286-1086
Sacramento 1416 10th Street	437-2311 (916) 657- 2675 Fax: (916) 567-2537 and Fax: (916) 653-5265
San Diego 5878 Autoport Mall	(858) 642-5741 Fax (858) 642-5746

Please note that OFA closed the San Francisco garage on July 1, 2005. To minimize the impact to customers, OFA has developed a Customer Resource Guide to assist customers in continuing to obtain quality fleet service during and after the closure.

Parking tickets and tow away charges are the travelers' responsibility. You are not exempt from obeying traffic laws and parking limits, etc., while you are conducting State business. For maps, directions, and the Rental Rate Schedule visit the OFA Garage Operations.

Rental Cars

[Management Memo 07-08](#)

Short term (daily and weekly) rental of commercial vehicles is appropriate when travel by vehicle is necessary to conduct State business and taxis, shuttles, or State vehicles are not practical or cost effective. DGS announced new State contracts with three rental agencies. The agreements are intended to address the business travel needs of State employees both within the state and country.

The contracts are structured to designate one rental company as the primary and two other rental companies as secondary. Staff is to use the primary provider. In the event that the primary provider is unable to provide service, and only then, do the secondary providers become available.

The designated rental companies are as follows:

Primary provider: Enterprise Rent-A-Car

Secondary providers: Alamo
National Car Rentals

Express Service: Under the terms of the contract, vendors are required to provide express service to State employees. Enterprise provides an express lane, labeled State of California Cal/Gov Express Lane. Express service from Alamo and National Car Rentals is accessed by enrolling online prior to travel as a government employee in Alamo's Quick Silver and National Car Rental's Emerald Club. Their websites can be accessed at the DGS [OFA Travel Program](#).

Accessing the Service: The Corporate I.D. number is required when making a reservation. If making reservations online at Enterprise Rent-A-Car's website, you will also be asked for the first three characters of your company's name or PIN number; enter "AIR" for Air Resources Board. Staff is encouraged to make reservations 24 hours in advance of the trip to ensure sufficient processing time.

Contract Rental Cars

Vendor	Maximum Daily Rental Rate Nationwide	Vendor Phone Reservation #	Corporate I.D.#
Enterprise Rent-A-Car	\$38.84	1-866-788-7053	DBCA189
Alamo	\$80.75	1-800-732-3232	191259
National Car Rental	\$80.75	1-800-227-7368	5400321

Rental Rates: The maximum daily rate is applicable nationwide except in New York City. DGS has not negotiated a maximum daily rate for New York City. Enterprise Rent-A-Car charges a slightly higher rate in New York City. Should a non-contract vehicle be rented, reimbursement to the employee shall be limited to the rate established for Enterprise Rent-A-Car. The contracts rates are limited to daily and weekly rentals. Long term leasing of vehicles (longer than seven days) must be approved by the Chief of OFA.

As a reminder, do not purchase any ancillary insurance offered by the rental company. The State is already covered and will not reimburse you. The only exception is travel into Mexico.

Accident Reporting Requirements: Accidents must be reported within 24 hours to the Administrative Services Division, Management Services Branch at (916) 323-1158. For detailed accident reporting requirements click on [Administrative Services Letter 02-01](#).

Forms of Payment: The recognized form of payment is the American Express Government Card and BTA for travel both within the state and country. Cash, personal checks, and personal credit cards are not forms of payment for contracted vendors.

Filing TECs: Receipts for rental car, gas expenses and air travel itinerary must be submitted with your TEC, even when the cost is billed to the State. If a larger rental vehicle is needed for transporting multiple staff or equipment, the form on page 5 (Attachment 1) of [Management Memo 07-08](#) must be attached to the TEC.

Privately Owned Vehicles

Employees may use their privately owned vehicle on official business if it is approved by a supervisor. If the use is not less costly, the supervisor may authorize the use, but the payment will be for the less costly alternative. Departments cannot require an employee to use their privately owned vehicle.

Supervisors should consider the following when authorizing an employee use of a private vehicle:

- The employee needs a short-term vehicle and the average daily mileage for the trip is less than 100 miles.
- The employee requires a vehicle full-time and the average monthly mileage is less than 1,000 miles.
- The travel is less than 20 miles roundtrip.
- Availability of State vehicle.
- Trip itinerary includes intermediate stops not practical for public transportation.
- Commercial carrier arrival/departure time inconvenient to traveler's itinerary.
- Public transportation, State vehicle, or rental vehicle unavailable at destination.
- The employee must carry specialized tools, books, equipment, etc., making use of a commercial mode of transportation impractical.

Employees using privately owned vehicles for official State business **must** complete [Std. 261 - Authorization to Use Privately Owned Vehicle on State Business](#) annually. The mileage reimbursement rate is listed on the next section.

Mileage Reimbursement

When an employee is authorized by his/her department to operate a privately owned vehicle on State business, the employee will be reimbursed \$.485 cents per mile for any mileage driven beyond the normal home to headquarters commute. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and insurance.

When the employee's use of a privately owned vehicle is authorized for travel to or from a common carrier terminal, and the employee's vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, whichever is less, while the employee occupies the vehicle. However, when the employee begins travel one (1) hour or more before he normally leaves home, or on a regularly scheduled day off, mileage may be computed from his/her residence.

Reimbursement for private automobile expenses will include the license plate number of the automobile as well as the name of each State employee transported on the trip. Reimbursement is for the expense of use of the automobile regardless of the number of persons transported.

MISCELLANEOUS ITEMS

Contracting for Subsistence Expenses

Contracts may be entered into with restaurants, hotels, and lodging houses for the furnishing of subsistence to groups of State employees when such method of handling is advantageous to the State. When such agreements are entered into, the vendor may receive payment either from the group leader or by billing the State on a regular itemized invoice.

Group leaders who pay subsistence expenses for other employees may claim reimbursement by submitting a TEC with vendors invoice and a list of names of the employees whose expenses were paid.

Members of a group who have some portion of their subsistence expenses paid by the group leader may claim reimbursement for the remainder of their actual allowable and necessary subsistence expenses not paid by the group leader.

The total payment under any such contract shall not exceed the aggregate of the subsistence allowances otherwise claimable by the participating employees.

Receipts and Vouchers

Employees must furnish original receipts when claiming reimbursement for lodging, transportation, training expenses, professional dues, licenses and fees, and the purchase of airline tickets. According to the IRS, valid lodging receipts are those issued by the commercial establishment, which show the employee's check-in date, check-out date, expenses incurred, and payment made.

Receipts or vouchers shall be submitted for every item of expense of \$25 or more. In addition, receipts are required for every item of transportation and business expense incurred as a result of conducting State business except for actual expenses as follows:

- a) Railroad and bus fares of less than \$25 where the fares are published and travel is wholly within the State of California. However, vouchers must be submitted in the case of cash purchases of airplane travel, Pullman accommodations, or travel by any common carrier outside of the State except taxi or hotel bus fares.
- b) Streetcar, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10 or less for each continuous period of parking or each separate transportation expense noted in this item.

- c) Telephone, telegraph, tax, or other business charges related to State business of \$5 or less.
- d) In the absence of a receipt, reimbursement will be limited to the non-receipted amount above.
- e) Reimbursement will be claimed only for the actual and necessary expenses noted above. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation in order to determine that an expense was actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

Mileage and Parking While At Headquarters

If an employee has gone home after completing the day's work and is called back later to their headquarters, he/she may be reimbursed for the additional mileage and parking expenses incurred on that day.

TRAVEL EXPENSE CLAIM

[TEC Form ARB/ASD 262A](#) is used to file for reimbursement of travel expenses.

Step-by-Step Instructions

CLAIMANT'S NAME: Self-Explanatory

POSITION: Civil Service Classification (or job title if civil service classification not applicable)

CB/ID NO: Represented or Non-represented (example: R-04, NR-04)

RESIDENCE ADDRESS: Self-Explanatory

CITY/STATE/ZIP CODE: Self-Explanatory

SSAN OR EMPLOYEE #: Employee's social security #

DEPARTMENT: Air Resources Board

DIVISION OR BUREAU: e.g., Research, Enforcement, Administrative Services

INDEX NUMBER: 3900 (Air Resources Board)

HEADQUARTERS ADDRESS: The place where the employee reports to work when not on travel status. Also the place where the reimbursement checks will be delivered.

TELEPHONE NUMBER: Work telephone #

CITY/STATE/ZIP CODE: Self-Explanatory

MONTH/YEAR: Month and year expenses were incurred (e.g., 3/00 = March 2000)

- (1) **DATE/TIME:** Day of the month expenses were incurred. Time is the start and end time of the trip using **military** hours (e.g., 1100 = 11:00 a.m., 1200 = Noon, 1300 = 1:00 p.m., etc.).
- (2) **LOCATION:** The location where State business was conducted including departure and return cities (e.g., Sacramento-Los Angeles-Sacramento).
- (3) **LODGING:** The amount for lodging plus taxes only listed on the hotel receipt.
- (4) **MEALS:** List the appropriate amount for each meal (i.e., Breakfast = \$6.00, Lunch = \$10.00, Dinner = \$18.00).
- (5) **INCIDENTALS:** A \$6.00 incidental allowance may be claimed for each complete 24 hours of travel.
- (6) **TRANSPORTATION:** Enter the method and cost of transportation using the following abbreviations. Attach all receipts to 8-1/2" x 11" paper.

R	Railway
B	Bus, shuttle, light rail, or BART
A	Commercial Air
PA	Privately owned aircraft
RA	Rental aircraft
PC	Privately owned vehicle
SV	Specially equipped vehicle for the handicapped
SC	State vehicles
RC	Rental cars
T	Taxi
IL	Airfare in lieu of (attach cost comparison to TEC)
BI	Bicycle

- (8) **BUSINESS EXPENSE:** *This is not a to be used to circumvent the normal procurement process.* List all business or special expenses in this column. All expenses must be itemized (i.e., do not combine multiple expenses together). An explanation for business expenses must be provided in Section (11). Include justification for:
- what justifies this as an emergency situation,
 - what was purchased, and
 - why the purchase was necessary.
- This column is also used to claim reimbursement for items such as training, tuition, conference/registration fees, professional/membership dues and license fee renewals. Please note that the State has policies for purchasing goods. Purchases must be in conformance to those policies to be reimbursed through the State Controller. Visit the [Contract/Procurement Policies webpage](#).
- (9) **TOTAL EXPENSES FOR DAY:** Self-Explanatory.
- (10) **SUBTOTALS:** Self-Explanatory.
- (11) **PURPOSE OF TRIP, REMARKS, AND DETAILS:** In addition to the purpose of the trip, include explanation for any items in the Business Expense Column (8).
- (12) **NORMAL WORK HOURS:** List your normal work hours (e.g., 0700-1630, M-F). Employees with alternative work schedules must clearly specify their normal day off.
- (13) **PRIVATE VEHICLE LICENSE #:** If you are claiming reimbursement for mileage or parking of your private vehicle, you must include your private vehicle license plate number.
- (14) **MILEAGE RATE CLAIMED:** The private vehicle mileage rate for represented and nonrepresented employees is \$.485 cents. For mileage rates applicable to private aircraft or specially equipped vehicle, contact the Accounting Section.
- (15) **CLAIMANT'S SIGNATURE:** Must be original signature.
- (16) **SIGNATURE OF APPROVING OFFICER:** Must be original signature of person approving travel. John Smith for Jane Doe is not a signature format accepted by the State Controller's Office. Approving Officer must be Branch Chief or above. The incorrect TEC will be returned.
- (17) **SPECIAL EXPENSE AUTHORIZATION:** Signature of authority approving a business or special expense greater than \$25. Signature in Section (17) is always in addition to signature required in Section (16).

Travel Expense Claim Checklist

Following are items to check before sending your TEC to the Accounting Section. This list includes both required items and items that will assist Accounting to process your TEC in a timely manner.

- ✓ TEC is typed or completed in ink (not pencil).
- ✓ Original plus one copy of TEC and receipts are submitted to Accounting.
- ✓ Do not use white out on a TEC. Line through mistakes and rewrite correct information. Initial corrections.
- ✓ Original receipts and one copy are attached. Small receipts must be attached to an 8-1/2" x 11" paper.
- ✓ Box 15 - Claimant signature and date is an original signature. Claimant must sign full name - do not use initials.
- ✓ Only the actual claimant's signature is accepted. TECs signed by other than the claimant will be rejected.
- ✓ Box 16 - Signature of Approving Officer is original. Must be Branch Chief or above. Do not use initials.
- ✓ Box 17 - When claiming any one business expense item (Column 8) exceeding \$25, you must have approval signature in Box 17.
- ✓ Relocation or Out-of-State travel expenses are submitted on separate TECs from Travel In-State.
- ✓ June and July claims in the same calendar year are submitted on separate TEC forms. If a trip begins in late June and ends in early July, the trip expenses must be shown on two separate TECs.
- ✓ Reimbursement for an overtime meal is not allowed for any day in which an employee claims per diem. WWG 4C employees are not eligible for overtime meals.
- ✓ Submit a completed and approved [Training Request Form ASD-27](#) with the TEC.
- ✓ Completed and approved [Excess Lodging Rate Request/Approval \(Std. 255C\)](#) is attached when claiming overnight lodging greater than allowed.

Reminder – Keep a copy of TECs and receipts for your records.

CLAIMANT'S NAME				SSN OR EMPLOYEE NUMBER				DEPARTMENT						
POSITION			CB/ID NUMBER	DIVISION OR BUREAU				INDEX NUMBER						
RESIDENCE ADDRESS				HEADQUARTERS ADDRESS				TELEPHONE NUMBER						
CITY		STATE	ZIP CODE	CITY		STATE	ZIP CODE							
(1) MONTH/YEAR	(3) LOCATION WHERE EXPENSES WERE INCURRED		(4) LODGING	(5) MEALS O.T., L.T., NC, RELO. OR DINNER			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY	
(2) DATE	TIME			BREAK-FAST	LUNCH			(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES AMT			
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
(10) SUBTOTALS			0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0	0.00		0.00
CLAIM TOTAL												\$	-	
(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)														
(12) NORMAL WORK HOURS			AGENCY ACCOUNTING OFFICE USE ONLY											
(13) PRIVATE VEHICLE LICENSE NO.														
(14) MILEAGE RATE CLAIMED \$ 0.485														
AGENCY ACCOUNTING OFFICE USE ONLY														
PAID BY REVOLVING FUND CHECK NUMBER														
(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate. I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.														
CLAIMANT'S SIGNATURE				DATE		(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT				DATE				
(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)												DATE		

Accounting Travel Claims Deadlines

TECs are due to the Accounting Section by the fifth working day of the month. The sixth through the tenth working day of the month, the Accounting Section will audit these expense claims. Checks are printed on the eleventh working day of the month (do not count holidays). Processing the checks after printing takes one business day.

Before contacting the Accounting Section, please check with the person authorized to pick-up checks in your division or section. They will be contacted by the Accounting Section when checks are available for pick-up.

For check distribution, contact Zita Hirsch at (916) 327-0631 or zhirsch@arb.ca.gov.

Contacts for auditing of TECs:

Debbie Moon is the contact for the following divisions and may be contacted at (916) 322-8207 or dmoon@arb.ca.gov:

- Office of the Secretary
- Chairs Office
- Executive Office
- Enforcement
- OIS
- PTSD

Herman Mendoza is the contact for the divisions listed below and may be contacted at (916) 322-9380 or hmendoza@arb.ca.gov:

- ASD
- MLD
- MSCD
- MSOD
- Research
- SSD

For guidance on requesting reasonable accommodation, please contact ARB's Equal Employment Opportunity Officer at (916) 323-7053.

For questions or concerns regarding this Travel Guide only, please contact Linda Davis at (916) 322-1771 or lldavis@arb.ca.gov.

[Back to Top](#)